

**COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
PERIOD JULY 1, 1999 - JUNE 30, 2000**

1. DEPARTMENT/COURT INFORMATION:

Department/Court: Library

Division/Unit: _____

2. VOLUNTEER PROGRAM BENEFITS:

- a. **GENERAL VOLUNTEER** (this section should include community volunteer, student intern, groups, corporations, etc.)

No. Vol.	1,967	Hours	78,784	x	\$14.83	=	\$1,168,367
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Types of work performed by GENERAL VOLUNTEERS in this category: Performing clerical work, assisting with programs, processing books and magazines, tutoring adult literacy learners, reading to children, delivering books to homebound, phoning for return of overdue materials, helping children with homework.

- b. **INSTITUTIONAL VOLUNTEER** (this section should include court referrals, honor camp inmates, PIC/RETC, GAIN, etc.)

No. Vol.	195	Hours	5,738	x	\$14.83	=	\$85,095
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Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:
Clerical work, processing books.

- c. **SPECIALIZED VOLUNTEERS** (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity. These specialized positions have verifiable compensation levels (VCL). If you have such a volunteer, please indicate the position, hours and compensation level below.

Position	Hours	x	VCL	=	Dollar Benefit
Internet docents	3,978		\$19.47		\$77,452
Local history expert	208	x	\$35.00	=	\$7,280
Investment advisor	19.5		\$200.00	=	\$3,900
Educational/crafts programs	111.5		\$22.00	=	\$2,453
Carpentry	65.0		\$26.00	=	\$1,690 (con't below)
No. Vol.	144	Total Hours	4,472	Total Value	\$96,830

Types of work performed by SPECIALIZED VOLUNTEERS in this category:

Classroom instructor	34.0	\$30.00	\$1,020
Author, animal music, & psychologist programs	7.75	\$100.00	\$775
Dramatic presentations	8.0	\$75.00	\$600
Magician, storyteller, author & Internet programs	8.0	\$50.00	\$400
Martial arts, bilingual, books and art programs	5.5	\$70.00	\$385
Autistic children expert Native American programs	18.0	\$17.00	\$306

Continued on page. 2.....

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

<u>No. of Volunteers</u>	<u>Hours</u>	<u>Dollar Benefit</u>
2a: <u>1,967</u>	<u>78,784</u>	<u>\$ 1,168,367</u>
2b: <u>195</u>	<u>5,738</u>	<u>\$ 85,095</u>
2c: <u>144</u>	<u>4,473</u>	<u>\$ 96,830</u>
TOTALS: <u>2,306</u>	<u>88,995</u>	<u>\$ 1,350,292</u>

3. DONATIONS TO VOLUNTEER PROGRAM:

Please list all donations to the department's Volunteer Program including monetary donations and tangible/intangible items. Items such as computers, air time, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

<u>Item Donated</u>	<u>Value</u>	<u>Item Donated</u>	<u>Value</u>
Refreshments,	<u>\$1,122 total.</u>		<u>\$</u>
party supplies,	<u>\$</u>		<u>\$</u>
cleaning supplies,	<u>\$</u>		<u>\$</u>
crafts supplies.	<u>\$</u>		<u>\$</u>

TOTAL VALUE \$ 1,122

4. VOLUNTEER PROGRAM COSTS:

- a. Cost of direct supervision of volunteers (total hours of direct supervision times hourly rate of staff person(s) directly supervising program volunteers.

Hours 7,950 x Rate \$ 13.30 = \$ 105,736

- b. Cost of program coordination (total hours of program coordination times hourly rate of coordinator(s). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placements and recognition, etc.

Hours 90 x Rate \$ 27.03 = \$ 2,433

Question 2.c Con't. from page 1:

	<u>Hours</u>	<u>X</u>	<u>VCL</u>	<u>=</u>	<u>Dollar Benefit</u>
Mime shows, animal shows, costume and story shows.	<u>4</u>		<u>\$40</u>		<u>\$ 160</u>
Auctioneering	<u>1</u>		<u>\$150</u>		<u>\$150</u>
Therapist program	<u>1.5</u>		<u>\$ 90</u>		<u>\$135</u>
Mad Science	<u>1</u>		<u>\$124</u>		<u>\$124</u>

- c. Other program costs (volunteer training materials/supplies, recognition costs, etc.):

<u>Item</u>	<u>Cost</u>
<u>Volunteer recognition</u>	<u>\$ 9,971</u>
<u>Other clerical</u>	<u>2,084</u>
<u> </u>	<u> </u>

TOTAL OF OTHER PROGRAM COSTS

= \$ 12,055

- d. TOTAL OF VOLUNTEER PROGRAM COST =
(add 4a, 4b, and 4c)

\$ 120,224

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2) \$ 1,350,292

b. Total of Donations to Volunteer Program, Item 3 (Page 2) \$ 1,122

ADD a + b \$ 1,351,414

c. Subtract Total of Volunteer Program Costs, Item 4d (Page 3) (\$ 120,224)

TOTAL PROGRAM BENEFIT \$ 1,231,190

6. RECRUITING:

Please describe your recruiting programs:

Library web site, media releases, County Television Network, United Way
Volunteer Center, County Clerk of the Board Web Page, Library Staff.
Speaking with Potential Volunteers, Area Agency on Aging; Hire-a-Youth.
San Diego Council on Literacy.

7. SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:

Please describe any special activities and/or achievements your program was involved in during the period of this report:

County Television Network televised Volunteer of the Year and Volunteer of
the Month recognition awards events at Board of Supervisors' meetings; Branch
volunteer recognition breakfasts, brunches, dinners; "Grandparents and Books"
read-aloud-to children programming in branch libraries; Star/PAL homework
assistance programs.

8. VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2000-01:

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

Maintain current levels of volunteers; continue volunteer recognition events;
advertise volunteer contributions.

9. GENERAL INFORMATION:

Name of Person Completing Report: Ellen Zyroff

Phone Number: (858) 694-2484 Mail Stop 070 E-Mail: elyzyroff@sdcl.org

Volunteer Coordinator: Same as above

Phone Number: _____ Mail Stop _____ E-Mail _____

10. DEPARTMENT CERTIFICATION:

Marilyn C. Crouel
DEPARTMENT HEAD SIGNATURE

July 21, 2000
DATE